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राजस्व विभाग /DEPARTMENT OF REVENUE

सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS  
सीमा शुल्क भवन, मार्मागोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA , GOA - 403803  
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PUBLIC NOTICE NO. 26/2020

**Sub: Procedure for shut out cargo and back to town of export Cargo – regarding.**

Attention of all exporters, Customs House Brokers, Member of the Trade and other is invited to the procedures for export of cargo. In order to facilitate short shipment / non export of goods, the following procedure is prescribed.

2. **Shut Out Cargo:** The cargo for export in which LEO is given moves from ICD/CWC to port/airport or directly for loading on the vessel/aircraft. In some cases the cargo which it is supposed to be exported, could not be loaded on the vessel/aircraft. These kinds of cases are called "Shut Out Cargo" for the purpose of this Public Notice. There can be two kinds of shut out cargo:-

(A) **Complete Cargo:** The entire cargo covered by a Shipping Bill could not be loaded on to the destined vessel/aircraft. In this case, Exporter/CHA/Shipping Agents are hereby directed to follow procedure of vessel/aircraft amendment as detailed below:

The Appraiser/Supdt. in the port area shall do manual endorsement on the shipping bill about the change of vessel/aircraft name. The shipping agent shall hand over the shipping bill and other documents to Exporter/CHA to carry out the amendment in shipping bill. This procedure shall be completed before feeding the vessel sailing date of the first destined vessel.

(B) **Partial Cargo:** Part of the cargo covered by a Shipping Bill could not be loaded on the destined vessel/aircraft or part of cargo was left over on the port/airport area for some specified reasons. In this case, the Exporters/CHA/Shipping Agents are directed to follow procedure of amendment of quantity of cargo by cancelling LEO. The shipping agent shall hand over the Shipping Bill and other documents to Exporter/CHA to carry out the amendment in the Shipping Bill. The Exporter/CHA shall approach to the concerned Deputy/Assistant Commissioner for permission of cancellation of LEO and amendment of the shipping bill as per the following procedure:

Any correction/amendments in the checklist generated after the submission of declaration can be made at the service centre provided the documents have not yet been submitted in the system and the shipping bill number has not been generated. Where corrections are required to be made after the shipping bill number or after the goods have been brought into the Export Shed, amendments may be permitted by concerned Deputy/Assistant Commissioner. This procedure shall be completed before feeding the vessel/aircraft sailing date of the first destined vessel/aircraft. For the part of the cargo that is left over on the port/airport, the CHA/Exporter shall file fresh shipping bill and ensure the cargo is exported through the next vessel/aircraft planned to be exported.

**3. Back to Town:** - After Shipping Bill is filed the cargo is examined/ inspected and then LEO is given. In some cases, the Exporter/CHA wants to take the cargo after granting LEO either before or after stuffing and either from ICD/CWC itself or from the port/airport. These kind of cases are called "back to town" for the purpose of this Public Notice.

4. The procedure prescribed for allowing Back To Town of the export cargo from ICD/CWC/Port/Airport is as under:

**(A) From ICD/CWC to Town:** The Exporter/CHA may request for back to town from ICD/CWC either before LEO is given or after LEO is given. For the cases where the request has come before LEO is given, the Deputy/Assistant Commissioner (Export) may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per declared cargo of shipping bill, then the concerned Deputy/Assistant Commissioner may use the option of "cancellation of shipping bill" on his menu in ICES. For the cases where the request comes after LEO is given the Deputy/Assistant Commissioner (Export) may permit the request on paper and mark the shipping bill for examination. If the examination report is as per the declared cargo of shipping bill, concerned Deputy/Assistant Commissioner may cancel LEO. After cancelling LEO, the concerned Deputy/Assistant Commissioner may use the option of "cancellation of shipping bill" on his menu in ICES. In case of back to town of part of cargo, quantity shall be amended similar to the case of short shipment and the Shipping Bill shall not be cancelled.

**(B) From Port/airport to ICD/CWC to Town:** If the entire cargo covered by a Shipping Bill could not be loaded on to the destined vessel/aircraft and the CHA/Exporter request for back to town, the Appraiser/Supdt. shall do the manual endorsement on the Shipping Bill about the request for Back to Town. The Shipping agent shall handover the Shipping Bill and other documents to the Exporter/CHA to process the request for back to town. The cargo shall move from port/airport to ICD/CWC. The Exporter/CHA shall approach concerned Deputy/Assistant Commissioner for cancellation of LEO. The concerned Deputy/Assistant Commissioner may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per

the declared cargo of Shipping Bill then the concerned Deputy/Assistant Commissioner may cancel the LEO as per the procedure. After cancelling LEO, the concerned Deputy/Assistant Commissioner may use first the option of "shut out cargo" on his menu in ICES and then shall use the option of "cancellation of shipping bill" on his menu in ICES. In case of back to town of part of cargo, quantity shall be amended similar to the case of short shipment and the Shipping Bill shall not be cancelled.

5. For granting Back to Town for self-sealed containers from port the procedure prescribed in para 4 (B) will be followed.

6. Difficulties, if any, in implementation of this Public Notice may be brought to the notice of the Commissioner of Customs, Marmagoa, Goa.

*Mihir Ranjan*  
28.10.2020

(Mihir Ranjan)

Commissioner of Customs

Copy to:

1. The Chief Commissioner of Customs, Pune
2. All Joint Commissioner of Customs, Marmagoa
3. All Deputy / Assistant Commissioner of Customs, Marmagoa
4. The Goa Customs Brokers Association, Custom House, Marmagoa, Goa
5. Notice Board
6. AC/DC, EDI for uploading on website immediately.

